

Service Solutions Success
Programs or services to assist you

The following handout outlines the most common issues developers, builders, and citizens face when building in El Paso. Due diligence is the first step in determining if your project is feasible, and assuring the stages of your development occur in the proper sequence. The information contained in this handout is limited to the Development Services Department programs or services to assist you.

As each project is different, so are the requirements. While every effort has been made to ensure that this information is correct, the City of El Paso does not guarantee this information is inclusive and assumes no liability for problems that may arise from the use of this information. You are advised to obtain professional assistance if you have questions about developing a project in El Paso. El Paso City Hall is located at 2 Civic Center Plaza, El Paso, TX, 79901. For more information please visit website at www.elpasotexas.gov/development_services

Development Services Department – Planning, Building Permits & Inspections, Land Development, and Business Center

This department offers multitude of services including:

- Building Permits and Inspections (Fire, Hazardous Permits)
- Land Development (Commercial and Residential)
- Building and Standards Enforcement
- Records/Archives
- Subdivisions
- Zoning (all properties)
- Long Range Planning – (Comprehensive plan, general land use)
- Business Center Licensing/Cashier Services
- Health Plan review
- Historic Preservation review

Building Permits & Inspections	Contact Information
<p>The section offers “one stop shop” concept of doing business:</p> <ul style="list-style-type: none">• Comprehensive Plan Review (CPR) and Plan Review by Appointment (PBA) services, a fast track review of construction plan submittals.• Support services including Fire, Health, and Planning to expedite plan reviews.• Landscape/irrigation plans review• Liquor license, and sign permits review.• Electronic plans submittal• Access roads/fire apparatus review• Archives• Fire Protection systems plans review• Structural inspections• Shared parking plan review• New commercial and residential plan review	<p>Development Services – Building Permits & Inspections</p> <p>El Paso City Hall, 5th floor</p> <p>915- 541-4788 / 915-541-4622</p> <p>www.elpasotexas.gov/development_services</p>
Planning Division	Contact Information
<p>Zoning</p> <p>Provides the following services and information:</p> <ul style="list-style-type: none">• General information on zoning• Rezoning	<p>Development Services - Planning Division</p>

Dedicated to Outstanding Customer Service for a Better Community

Service Solutions Success

Service Solutions Success
Programs or services to assist you

<ul style="list-style-type: none"> • Special Permits • Detailed Site Development Plans • Release of conditions and/or amendments applications and permitted land uses • Density calculation • Dimensional standards/lot requirements • Parking requirements • Property annexations • Sign permits review • Special privilege permits <p>SUBDIVISIONS Provides the following services and information:</p> <ul style="list-style-type: none"> • Vacations (streets, alleys, and easements) • Dedications (streets, alleys, and easements) • Platting determination • Street name change • Address assignments • Off-site park dedication • Major Preliminary applications • Major Final applications • Major Combination applications • Re-subdivision Preliminary applications • Re-subdivision Final applications • Re-subdivision Combination applications • Land Study • Restrictive covenant amendments • 5-day plat review <p>LONG RANGE PLANNING Comprehensive planning – special projects, information on projected general land use, major thoroughfares, and comp plan amendments</p> <p>Zoning Board of Adjustment For residential and commercial properties:</p> <ul style="list-style-type: none"> • Variances and special exceptions • Zoning verification letters • Non-conforming registration • Zoning Board of Adjustments applications <p>Parking Requirements Parking review is required to ensure:</p> <ul style="list-style-type: none"> • Adequate number of parking spaces on site • Adequate on-site circulation for vehicles and pedestrians 	<p>El Paso City Hall, 5th floor</p> <p>915-541-4290</p> <p>www.elpasotexas.gov/development services</p> <p><i>For additional information please contact Development Services – Planning Division</i></p> <p>El Paso City Hall, 5th Floor</p> <p>915-541-4024</p> <p>www.elpasotexas.gov/development services</p> <p><i>For additional information please contact Development Services - Planning Division</i></p> <p>El Paso City Hall, 5th floor</p> <p>915-541-4290</p> <p>www.elpasotexas.gov/development services</p>
<p>Historic Preservation Areas of El Paso are designated with historic overlays, which have unique development requirements.</p>	<p>Historic Preservation Officer</p> <p>El Paso City Hall, 5th floor</p>

Dedicated to Outstanding Customer Service for a Better Community

Service Solutions Success
Programs or services to assist you

Historic review and approval is required before building permits can be issued. Preservation services include consultation on local, state, and nationally designated sites and incentives programs, as well as compliance with local, state, and federal laws and regulations.	915-541-4668 / 915-541-4329 www.elpasotexas.gov/development_services
Land Development	Contact Information
Grading and Drainage (G&D) This Section reviews and issue permits for the following: <ul style="list-style-type: none"> • Subdivision Improvement Plans, Commercial & Residential • Grading Permits Commercial & Residential • Storm Water Pollution Prevention Permits • Industrial Permits • Driveway and Sidewalk Permits, Commercial • Dewatering & Discharge Permits Commercial & Residential • Off-site improvements /improvements within public right-of-way. This may include, but is not limited to replacing or installing: <ul style="list-style-type: none"> • New curb and gutter • Sidewalks • Driveway returns • Sidewalk ramps • Paving 	Development Services – Land development El Paso City Hall 5 th Floor 915-541-4425 www.elpasotexas.gov/development_services

Building and Standards Code Enforcement	Contact Information
This Section ensures public health, safety and welfare affected by the continued occupancy and maintenance of structures and premises. This section addresses the following concerns: <ul style="list-style-type: none"> • Complaints of unsafe structures, electrical, plumbing and mechanical service systems. • Construction without permits • Zoning code violations • Licensing violations • Inspect unsafe and substandard living conditions for compliance • Conduct inspections of licensing and home occupation 	Development Services- Building Permits & Inspections El Paso City Hall, 5 th Floor 915-541-4800/915-541-4253 www.elpasotexas.gov/development_services
Business Center	Contact Information
This section issues permits and licenses for: <ul style="list-style-type: none"> • Alcohol, fire, food and lodging 	Development Services-Business Center

Dedicated to Outstanding Customer Service for a Better Community

Service Solutions Success
Programs or services to assist you

<ul style="list-style-type: none"> • Vendors, tattoo, and body piercing • Adult businesses • Commercial swimming pools • Flea markets, hotels and motels • Secondhand dealers • Trailer courts • Charitable solicitation • Adult and child care home occupations • Open Records requests • Residential parking tags • Parades, Amplifications and temporary events • Cashier services 	<p>El Paso City Hall, 5th Floor</p> <p>915-541-4558</p> <p>elpasotexas.gov/development_services</p>
<p>Floodplain</p> <p>Areas within El Paso may fall within a floodplain where special restrictions and requirements apply. The City's Engineering Department provides assistance with determining floodplain locations.</p>	<p>Contact Information</p> <p>Engineering Department</p> <p>El Paso City Hall, 4th floor</p> <p>Héctor Esparza 915-541-4133</p> <p>esparzahm@elpasotexas.gov</p>
<p>Hazardous Materials Permits</p> <p>Fire Code compliance review <i>only</i></p>	<p>Contact Information</p> <p>Fire Department</p> <p>El Paso City Hall, 5th floor</p> <p>915-541-4806/4807</p>
<p>Water/Sewer</p> <p>Areas in El Paso have unique water and sewer development issues that may affect your development. If you fall within these areas, a building plan review and permit may be required.</p>	<p>Contact Information</p> <p>El Paso Water Utilities</p> <p>1154 Hawkins, El Paso, TX 79925</p> <p>915-594-5500</p> <p>915-594-5574</p> <p>www.epwu.org</p>

Dedicated to Outstanding Customer Service for a Better Community

Service Solutions Success